



Creating and Inspiring Healthier Lives.

Position Title:	Human Resources Generalist
Department:	Human Resources
Supervisor:	A.V.P. Human Resources
Supervisory Responsibilities:	None
FLSA Status:	Full-time

Summary:

Human Resource Generalist is responsible for a wide variety of duties to support Alluvion Health's Human Resources department and employees. This includes assisting the Human Resources Director to manage components of the recruitment processes, payroll, benefits management, employee relations, regulatory compliance, and training and development.

All employees will exhibit the following behavioral traits:

Integrity and Trust

Individual is widely trusted and can present information and discuss situations in an appropriate and helpful manner, keeps confidences, admits mistakes, doesn't misrepresent him/herself for personal gain. Is respectful in action and communication with clients, patients and staff.

Mission Integration

Adheres to the organization's mission during times of ease or challenge, is dedicated to the expectations and requirements of the mission and vision, acts in line with the values identified by Alluvion Health.

Team Relations

Understands and supports the team approach and integrated model of Alluvion Health. Is seen as a team player, cooperative and supportive of his/her coworkers, practices what he/she preaches. Can be candid with peers and fosters open dialogue. Creates a feeling of belonging on the team and holds self and team accountable to those behaviors.

Essential Job Responsibilities:

1. Assists the A.V.P of Human Resources in the execution of the human resources department for Alluvion Health.
2. Responsible for the execution of the Alluvion health recruitment and retention plan.
3. Develops, implements, and monitors policy review, revision, and distribution.
4. With guidance and direction from the A.V.P. of Human Resources, develops and

distributes internal communications to keep employees informed of all changes in personnel policies and systems and to ensure consistency and understanding among management and staff.

5. Compiles data for pay adjustments and exceptions as needed or as requested by management.
6. Work collaboratively with the A.V.P of Human Resources and other members of the Alluvion Health team to learn, support, and implement the culture development system.
7. Develops documents and other appropriate forms.
8. Maintains employee files.
9. Provide leadership to all sites within the Alluvion Health system;
10. Assist in the development and review of policies and procedures and assure all staff adhere to them to improve patient care and utilization of health center resources;
11. Coordinates various personnel actions including, but not limited to, recruiting, directing, training, competencies, performance appraisals, promotions, monitoring time and attendance, and vacation schedules to ensure the clinic operates in an efficient manner and patients receive high quality customer service;
12. Ensures recruitment, selection and promotion procedures are coordinated and carried out in compliance with federal and state guidelines and policies (such as EEO, ADA, and AAP). Develops selection devices and practices and assists managers in the development of screening criteria and interview questions.
13. Manages recruitment and selection efforts including advertising; vacancy postings; receiving completed hiring files; entering/maintaining accurate applicant flow/EEO data, storing files; etc.;
14. Remain knowledgeable of support staff's roles and responsibilities, as well as all areas of practice to provide continuity of services during position vacancies; maintains work schedules for all staff;
15. Provides leadership, conflict resolution, motivation and promotes team work of employees in achieving agency goals;
16. Assists other members of the management team in developing ongoing management objectives;
17. Maintains compliance standards in accordance with the HRSA compliance policies, Title X guidelines, VFC guidelines, FTCA and the Code-of-Conduct and reports concerns timely and appropriately providing resolution and follow-up to the CEO;
18. Familiarity with, adheres to, and ensures employee manuals, job descriptions, Alluvion Health policies and procedures, manuals, OSHA, HIPAA, CLIA and Alluvion Health regulations are maintained and followed by every staff member;
19. Participates in community outreach projects as coordinated with the Executive Team;
20. Responsible for completing various special projects/events, which may require reviewing and analyzing information, identifying problems, recommending solutions and writing reports;
21. Performs a variety of other duties as assigned; which may include but are not limited to: directing or participating in special projects and events, conducting research, representing Alluvion Health at meetings and conferences, and attending continuing education and training events.

Knowledge, Skills and Abilities:*Knowledge and understanding of:*

- Montana Code Annotated;
- Employment-related statutes;
- Federal employment law (EEO, ADA);
- Federal Fair Labor Standards Act (FLSA);
- Family Medical Leave Act (FMLA);
- Patient Protection and Affordable Care Act (PPACA) reporting requirements;
- Government human resource functions;
- Classification and compensation systems;
- Principles of insurance;
- Equal employment laws and management;
- Montana Workers' Compensation;
- Unemployment programs;
- Payroll procedures and programs.

Skills in:

- Personnel administration;
- Grievance processing;
- Payroll administration;
- Wage and hour interpretation;
- Hiring strategies;
- Risk management;
- Safety administration;
- Conflict and complaint resolution.

Ability to:

- Multi-task on diverse projects;
- Counsel employees in stressful situations;
- Research detailed information and compile data;
- Effectively manage and relate to a diverse group of people;
- Maintain effective working relationships with Executive Team, Department Heads and employees;
- Effectively negotiate various contracts;
- Interpret policy and procedures;
- Communicate effectively both verbally and in writing.

Education/Training/Qualifications:*Education/Training:*

- Bachelor's Degree in Business Administration, Human Resources, Management or related field and one (1) year of related professional experience required;

- Experience in a Federally Qualified Health Center or Healthcare Setting preferred;
- Certification as a Senior Professional in Human Resources (SPHR) or Professional in Human Resources (PHR) preferred but not required;

Certifications:

- Valid Driver's License issued by the State of Montana.

Computer:

- Intermediate to advanced software knowledge in Excel, Access, Word, Outlook and the ability to learn and adequately operate Alluvion Health software applications.

Language Skills:

Fluent in the English language. Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints.

Physical Requirements:

- Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee is regularly required to sit and use hands and fingers to provide care to patients and operate computer;
- Frequently is required to reach with hands and arms;
- Must occasionally lift and/or move up to 40 pounds while transporting equipment and supplies;
- Specific vision abilities required by this job include close vision and looking into monitors for extended periods of time and ability to adjust focus which permits the employee to perform computer procedures, and to produce and review a wide variety of documents, correspondence, reports and related materials in both electronic and printed form;
- Clarity of speech and hearing that permits the employee to communicate well with others;
- Mobility that permits the employee to move about in a variety of building settings; Personal mobility that permits the employee to enter, operate and exit motor vehicles and travel to other clinic sites.

Working Conditions:

- Work indoors in climate-controlled environment 95% of the time.
- OSHA Exposure Category #2 (The normal work routine involves no exposure to blood, body fluids, or tissues, but exposure or potential exposure may be required as a condition of employment.)

Work Hours:

- Full-time. Typically, a 40-hour workweek.

Comments:

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.

Employee Signature

Date

Immediate Supervisor

Date

Human Resources Signature

Date